

Job Announcement

Department of Family and Support Services

Number of Positions: 1

Mission

Working with community partners, we connect Chicago residents and families to resources that **build** stability, **support** their well-being, and **empower** them to thrive.

Background - Department of Family and Support Services (DFSS)

As the City of Chicago's primary social services funder and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. The department provides services to vulnerable Chicagoans through seven program units: children, domestic violence, homeless, senior, workforce development, youth, and human services divisions. The department provides critical services through its network of approximately 350 community-based agencies and directly through its six Community Service Centers and six Regional Senior Centers. The department stewards a \$790 million budget (\$404M annual budget + \$386M in CARES, ARP, and Bond investments).

American Rescue Plan (ARP)

Under direction, this position oversees a major project(s) within the Chicago Recovery Plan team, such as general administrative, program management, or leading a specific functional area. This position may also serve as a liaison to the Mayor's Office Project Management (PMO) team. **Additionally, this position will be funded for approximately three years and is considered a temporary, short-term full-time position. Once Local Fiscal Recovery Funds (LFRA) are exhausted, this position will no longer be sustained.**

Recovery Team Program Manager

Under the direction of the First Deputy Commissioner, the Recovery Team Senior Program Manager functions as a senior level manager, managing staff and directing the functions and operations of programming provided to the Department of Family and Support Services under the American Rescue Plan.

ESSENTIAL DUTIES

- Under guidance from Department leadership including Program Deputies, assists with implementation of one or more programs within the Department's Recovery Plan portfolio.
- Responsible for leading the American Rescue Plan initiatives by managing and directing two Project Managers.

- Ensures Recovery Team Project Managers engage in programmatic oversight to ensure goals and timelines are met. These aspects may include project plan design, budget, process and outcome metrics, delegate agency management including contract oversight and programmatic monitoring.
- Oversees the implementation plan for the development of a Request for Proposal related to the administration of funds.
- Interprets and reports on data and information and draft recommendations for executive leadership and stakeholders.
- Serves as a liaison to the Mayor's Office Project Management Office and is responsible for assisting with program-level reporting, operations, communications, and compliance related to projects funded under the American Rescue Plan and other local and federal funding sources.
- Ensures Recovery Team Project Managers execute programs on-time and within budget and manages the preparation and administration of delegate agency contracts, budgets and implements fiscal and budgetary controls to ensure monies are fully optimized, leveraged, and expended
- Leads the monitoring, compliance and evaluation of delegate agencies responsible for the delivery of programs and services
- Analyzes legislative and policy proposals and prepares recommendations identifying potential impacts to departmental and program operations
- Creates linkages and collaborative partnerships with stakeholders (e.g., sister agencies, community groups, private sector companies) to promote program continuity and the development of quality services and programs
- Facilitates meetings with partners, stakeholders (e.g., sister agencies, community groups, private sector companies, etc.) to ensure that strategies and trends within the assigned program.
- Identifies opportunities for integrating and/or connecting data systems as well as strategies to increase program access to underserved and vulnerable populations;
- Represents the department at meetings, planning groups, and work groups to discuss policies, and programs, progress and outcomes. Prepares various comprehensive management reports and presentations including

programmatic, budgetary and performance reports;

- Provides oversight on program policies and assists with the research, writing, and preparation of prevention and intervention portfolio grants
- Participates in the hiring and performance evaluation process for subordinate staff and makes recommendations for disciplinary action, as required
- Leads ARP team serving as the internal project management office by leading projects to understand and act on ideas, trends, strategies and goals within their assigned programming to put practice into action
- Performs related duties as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

Key Skills

- Working knowledge of budget and project development/management
- Proven ability to make presentations in a variety of settings; and to speak and write effectively
- Ability to form and maintain positive working relationships with staff and the community
- Ability to prepare and execute budget recommendations
- Knowledge of the principles of organization, administration and management
- Proven track record in developing programs including outcome measures, research questions and evaluation criteria
- Ability to plan and convene large groups of internal and external stakeholders

Location: Department of Family and Support Services - Central Office

Address: 1615 West Chicago Avenue

Shift: Monday-Friday

Hours: 9:00am – 5:00pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE. This is position is a Shakman Exempt Position. Position is funded by the Local Fiscal Recovery Funds(LFRF) and will be funded for approximately two years.

Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in the Social Sciences, Human Services, Business Administration, Public Administration, or a related field plus five years of experience in project management or administering programs of which three years is in a management/supervisory role related to the responsibilities of the position, provided the minimum degree requirement is met.

Other degrees may be considered based on the appropriate corresponding work experience.

NOTE: Master's or Professional Degree preferred.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position.

Selection Criteria

If interested, please submit a resume to the following:

Olga Rivera, Executive Assistant
Department of Family and Support Services
olga.rivera@cityofchicago.org

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Opportunity and Military Friendly Employer

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner